

Official Record Copy
Office of Personnel

OPPPM MEMORANDUM NO. 20-60-25

3 April 1981

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT : Summer Employee Records of Assignment

RESCISSION : OPM 20-60-6 dated 26 April 1977

The following procedures have been established to keep to a minimum the office processing of summer employee records of assignment.

PERSONNEL ACTIONS

The gaining operating component will prepare the Personnel Action Form 1152 appointing the summer employee to its respective development complement. Reassignment actions will be processed only for those summer employees transferred after EOD to a different operating office.

CENTRAL EMERGENCY AND LOCATOR RECORD

1. Upon EOD, each summer employee will be provided with a Form 642, Central Emergency and Locator Record. Immediately upon arrival of the summer employee in the operating office, the Form 642 should be completed and submitted to the CEMLOC Control Monitor, Room 5E-03 Headquarters.
2. Processing generally requires four working days after the Form 642 is received by the CEMLOC Control Monitor. Except in cases of emergency, telephone extensions of summer employees will not be released internally until the information has been processed through the locator system. Accordingly, the employee should personally provide an extension to those who have need of it so direct dialing can be accomplished.
3. When the summer employee separates, the Form 642 will be processed as in any other separation. Both copies of the Form should be forwarded to Personal Affairs Branch, OPPPM with the word "separated" and the forwarding address noted under "Remarks."



Harry E. Fitzwater
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Policy, Planning, and Management

OPPPM 9-81

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